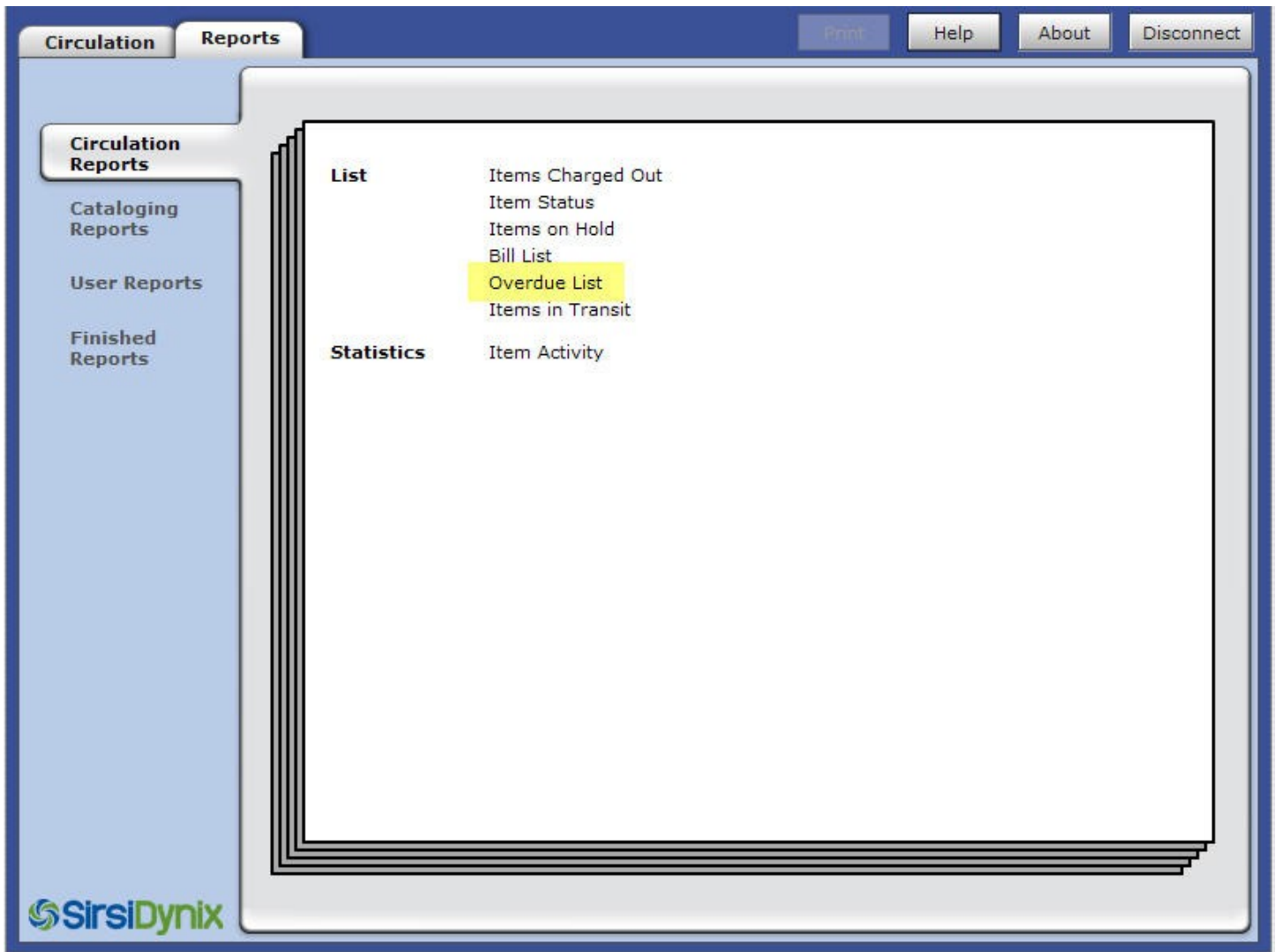


Circulation Reports

Overdue List by Group ID

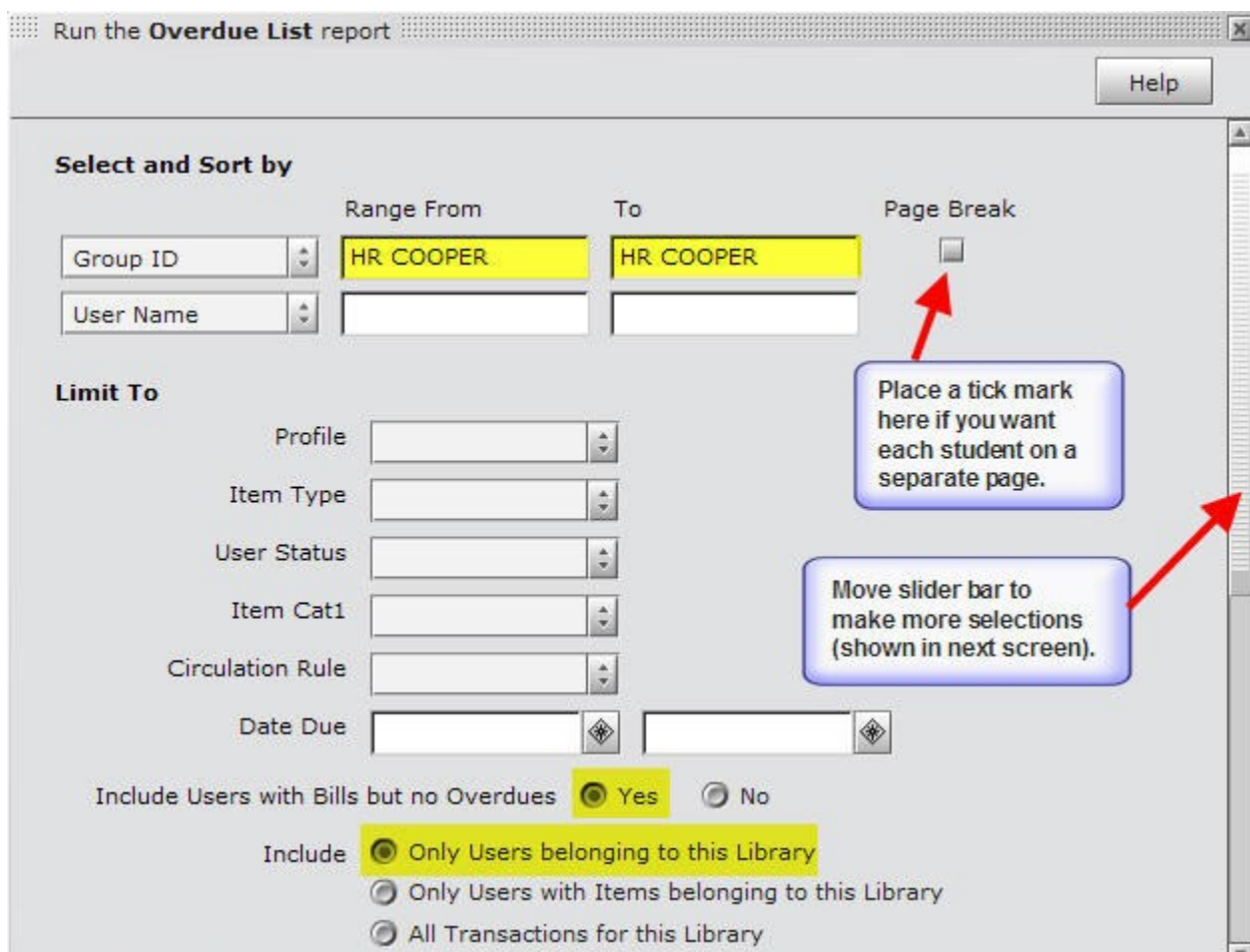
1. Click the Reports tab at the top.
2. Click on the **Circulation Reports** wizard.
3. Click the **Overdue List** report under List



Circulation Reports

Under Select and Sort by

4. Select Group ID in the drop down box
5. Type the Group ID in the Range From and To boxes
6. If you want a page break after each student, place a tick mark in the box marked **Page Break**.
7. Place a tick mark in the **Yes** option under **Include Users with Bills but no Overdues**
8. Place a tick mark next to the **Only Users belonging to this library**.
9. Move the slider bar to make more selections (show on next page).



Run the **Overdue List** report

Help

Select and Sort by

Range From To Page Break

Group ID HR COOPER HR COOPER

User Name

Limit To

Profile

Item Type

User Status

Item Cat1

Circulation Rule

Date Due

Include Users with Bills but no Overdues ☒ Yes ☐ No

Include ☒ Only Users belonging to this Library

☐ Only Users with Items belonging to this Library

☐ All Transactions for this Library

Place a tick mark here if you want each student on a separate page.

Move slider bar to make more selections (shown in next screen).

Circulation Reports

10. Make the selections highlighted below.

11. When finished with making selections in criteria, click the **Run Now** button.

Limit output to selected criteria ☒ Yes ☐ No

Select Fields to Display

User

User ID	<input checked="" type="radio"/> Yes	<input type="radio"/> No
User Name	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Profile	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Library	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Group ID	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Item

Title	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Price	<input checked="" type="radio"/> Yes	<input type="radio"/> No

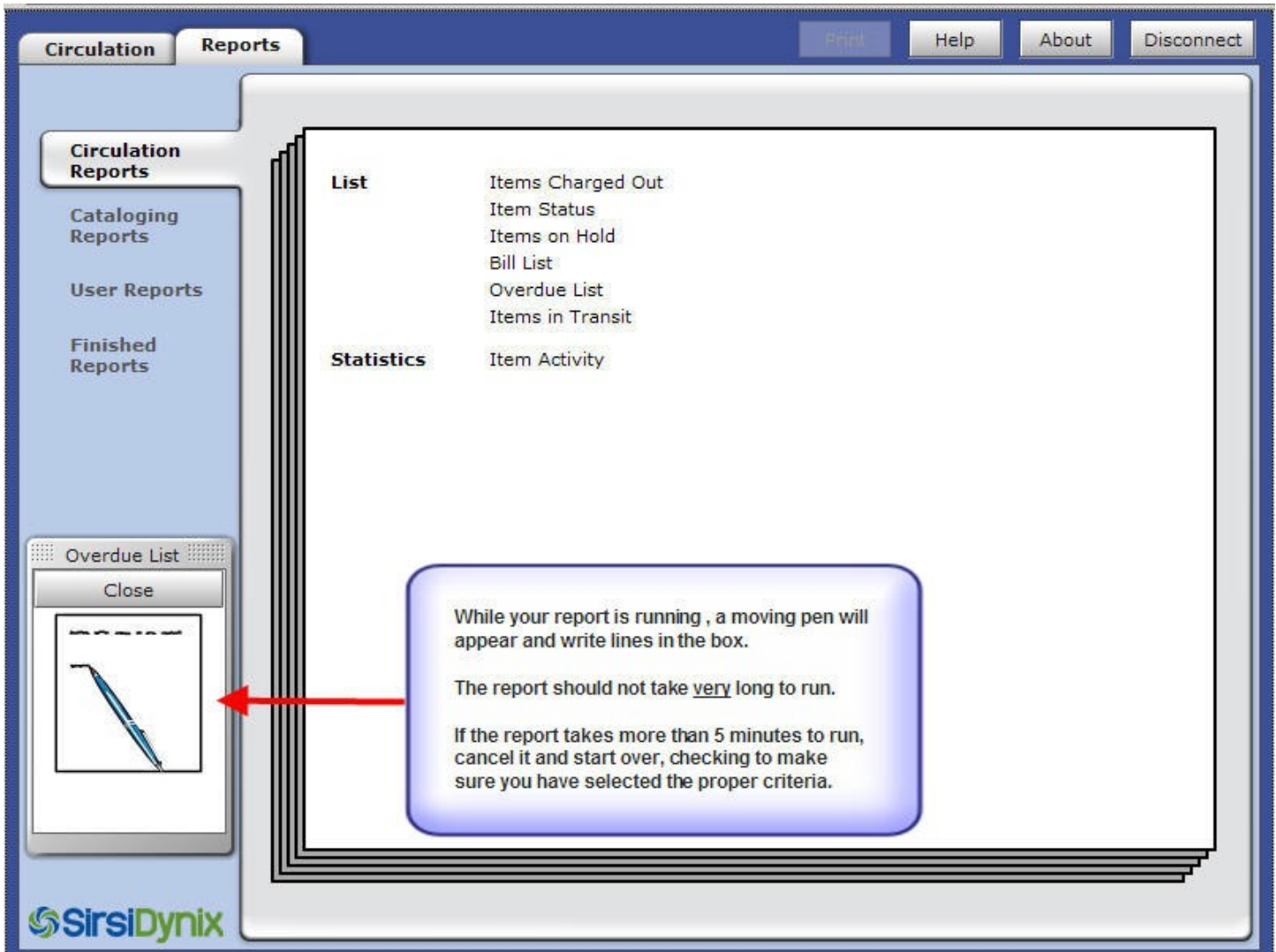
Totals

Estimated Fines for Overdues	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Total Unpaid Bills	<input checked="" type="radio"/> Yes	<input type="radio"/> No

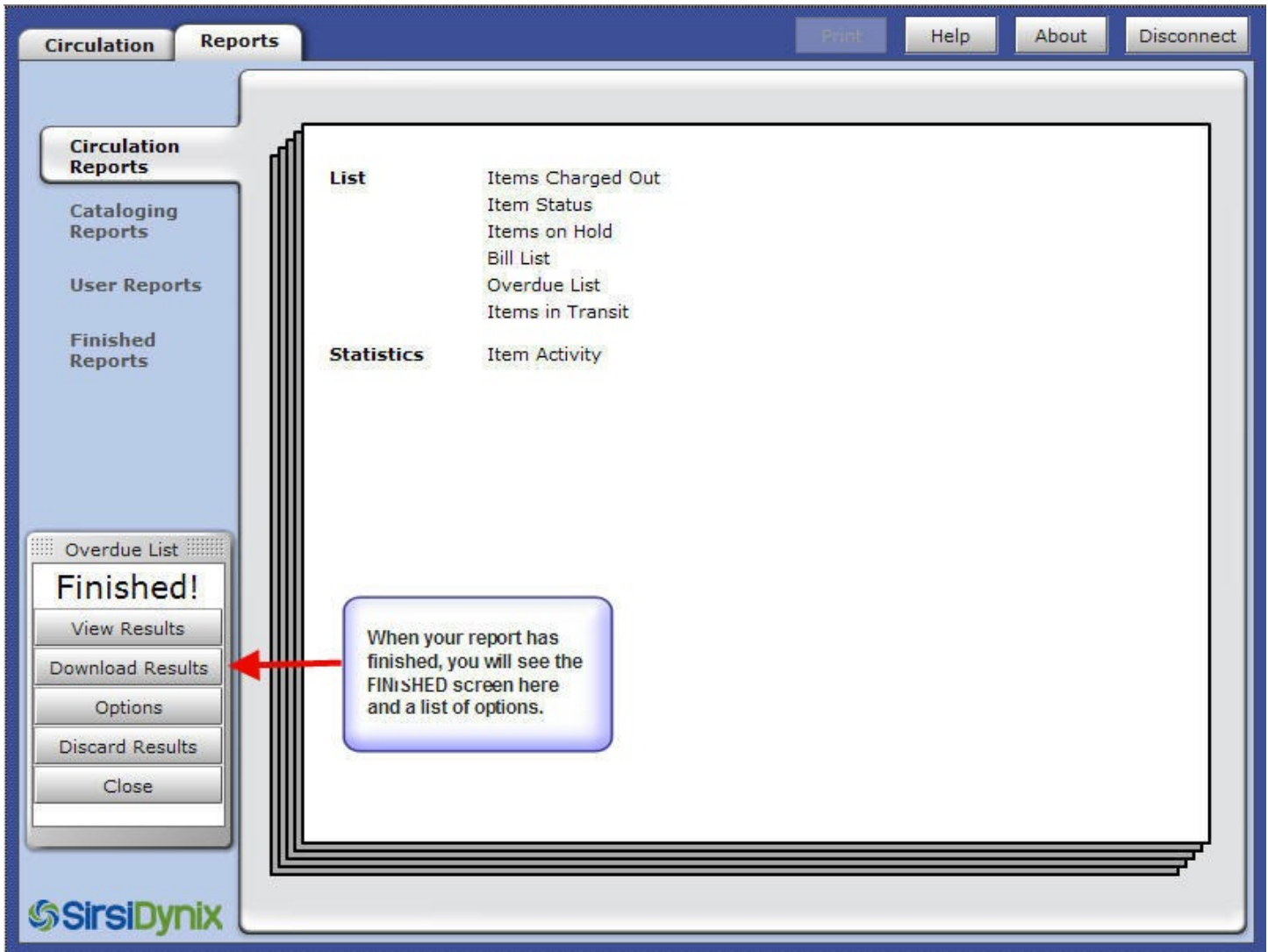
Click here when all criteria has been selected. →

Circulation Reports

The following screen will appear.



Circulation Reports



Click on View Results to view your report.

Circulation Reports

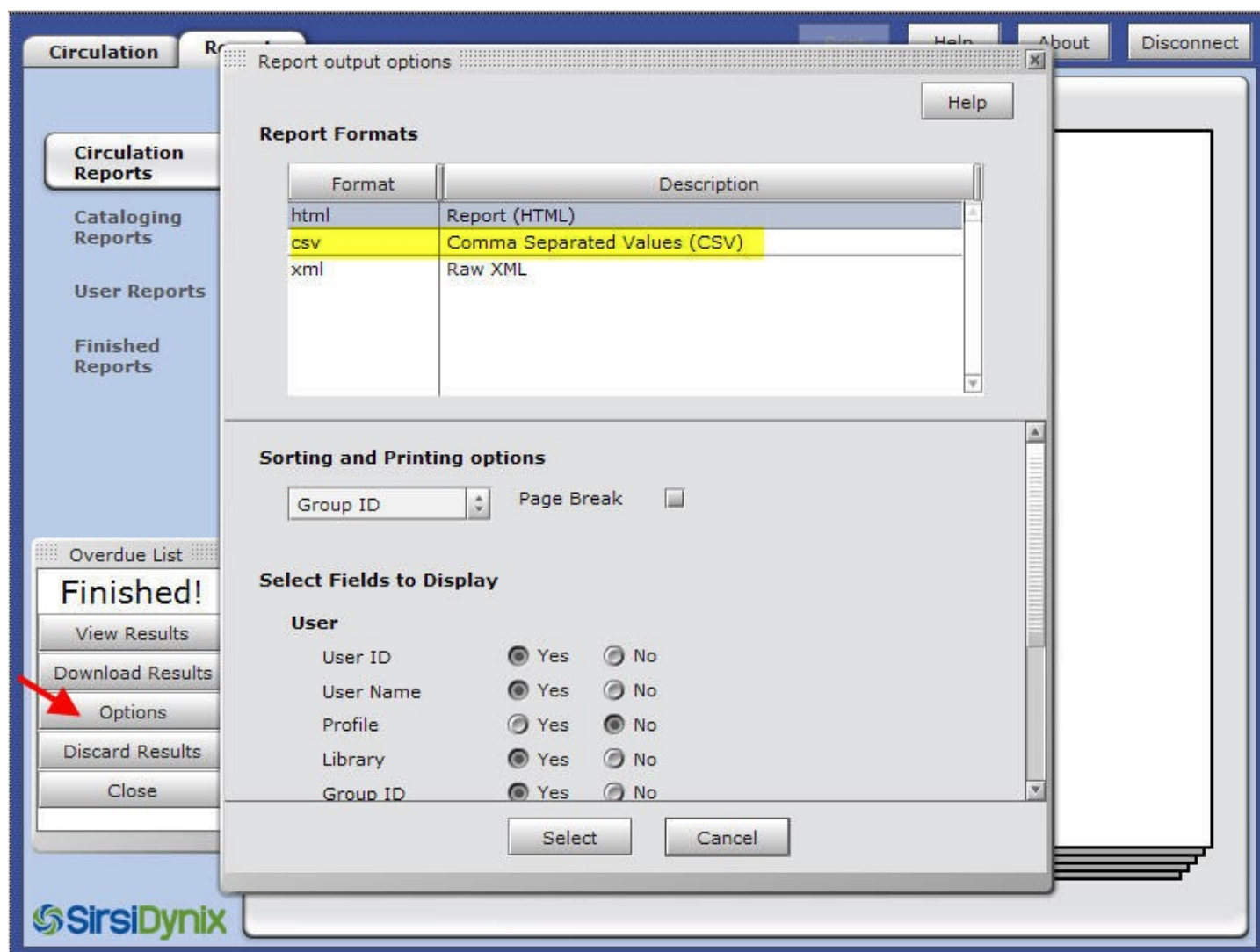
Overdue List

Sort by: Group ID

Patron Name	User ID Title / Call Number	Library Item ID	Group ID Library	Price	Date Due	Amt
BROWN, SHANTICE	000189862	HARMON	HR COOPER			
Total Outstanding						\$2.45
CHAMES-BELLO, ELVIA	000216651	HARMON	HR COOPER			
Total Outstanding						\$1.90
CORTEZ, OSCAR	000182584	HARMON	HR COOPER			
<i>Cars / written by Ian Graham ; illustrated by Mark Bergin ; created and designed by David Salariya.</i>						
629.22 GRAHAM	25000006990247	ARGMIDDLE		\$9.95	1/23/2009	\$3.00
<i>Drawing / Kathryn Temple.</i>						
741.2 TEM	25000006317771	ARGMIDDLE		\$17.95	1/23/2009	\$3.00
Total Outstanding						\$49.75
GOOD, KIPLYN	079797382	HARMON	HR COOPER			
Total Outstanding						\$0.50
HUERTA, JENNIFER	000226150	HARMON	HR COOPER			
<i>They broke the law, you be the judge : true cases of teen crime / Thomas A. Jacobs ; edited by Al Desetta.</i>						
345.73 JAC	25000003336048	HARMON		\$17.46	2/1/2007	\$5.00
Total Outstanding						\$27.46
JIMENEZ, JANAY	000210401	HARMON	HR COOPER			
<i>Dead end kids : gang girls and the boys they know / Mark S. Fleisher.</i>						
364.36 FLE	25000006575253	ROSEDALE		\$27.95	12/12/2007	\$3.00
Total Outstanding						\$35.95
KING, DERION	000184850	HARMON	HR COOPER			

Circulation Reports

To set options for downloading a report, click on options and select csv.



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	userid	username	last activity	expiration	status	profile	library	category1	category2	category3	category4	category5	groupid	date chrg	date/time	est. fine	curr locat	charge libr	callnumber
2	182584	CORTEZ, A	12/8/2008	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	12/8/2008	1/23/2009	\$3.00	LOST-ASS	ARGMIDD	629.22 GR G
3	182584	CORTEZ, A	12/8/2008	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	12/8/2008	1/23/2009	\$3.00	LOST-ASS	ARGMIDD	741.2 TEM T
4	188623	SMITH, AN	3/8/2010	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	1/14/2010	2/5/2010.2	\$2.20	CHECKED	HARMON	YA FICTIO M
5	188623	SMITH, AN	3/8/2010	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	1/14/2010	1/28/2010	\$2.70	LOST-ASS	HARMON	YA SPANI M
6	188623	SMITH, AN	3/8/2010	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	1/15/2010	1/29/2010	\$2.60	LOST-ASS	HARMON	MYSTERY Fi
7	188623	SMITH, AN	3/8/2010	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	1/15/2010	2/5/2010.2	\$2.20	CHECKED	HARMON	636.1 SAY S
8	188623	SMITH, AN	3/8/2010	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	1/22/2010	2/5/2010.2	\$3.20	CHECKED	TECHLIB	J 636.13 CC
9	188623	SMITH, AN	3/8/2010	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	1/22/2010	2/5/2010.2	\$2.20	CHECKED	HARMON	J 743.6 MU M
10	188623	SMITH, AN	3/8/2010	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	1/22/2010	2/5/2010.2	\$2.20	CHECKED	HARMON	743.6 MU M
11	188623	SMITH, AN	3/8/2010	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	1/22/2010	2/5/2010.2	\$2.20	CHECKED	HARMON	J 743.6 ME A
12	188623	SMITH, AN	3/8/2010	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	2/2/2010	1/21/2010	\$1.60	CHECKED	HARMON	636.8 MCH M
13	189862	BROWN, S	4/9/2007	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOPER						
14	190070	WILLIAMS	4/23/2009	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOPER						
15	210400	SAGUILAN	2/16/2006	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	2/2/2006	1/29/2006.2	\$0.00	LOST-ASS	FRUSHTO	636 BRO B
16	226150	HUERTA, J	1/18/2007	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	1/18/2007	2/1/2007.2	\$5.00	LOST-ASS	HARMON	345.73 JA A
17	13706872	MCDONALD	5/15/2009	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOPER						
18	216651	CHAMES, S	1/10/2008	#####	DELINQUE	HIGHSCH	HARMON	11	USD-500				HR COOPER						
19	210401	JIMENEZ, J	#####	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	11/28/2007	12/12/2007	\$3.00	LOST-ASS	ROSEDA L	364.36 FL F
20	184850	KING, DEF	5/7/2009	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOPER						
21	79793488	STRUGGS	2/27/2009	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	2/27/2009	4/9/2009.2	\$3.00	LOST-ASS	ARGMIDD	FICTIO M M
22	214129	MACHO R	9/22/2008	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	9/22/2008	10/6/2008	\$3.00	LOST-ASS	ROSEDA L	F SCHRA F S
23	214129	MACHO R	9/22/2008	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	9/22/2008	10/6/2008	\$3.00	LOST-ASS	ROSEDA L	F PARK P
24	79797382	GOOD, KIL	5/21/2009	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500			YES	HR COOPER						
25	191269	PEREZ-RO	5/4/2009	#####	DELINQUE	HIGHSCH	HARMON	9	USD-500				HR COOP	1/29/2007	2/6/2007.1	\$3.00	LOST-ASS	ARGMIDD	F WHITE EV
26																			
27																			